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CENTRAL INTELLIGENCE GROUP
Washington, D. C.*Reunited* C.I.G. MEMORANDUM
NO.

11 February 1947

SUBJECT: Accountability and Responsibility For Property at
CIG Installations (Effective until 30 June unless
sooner rescinded)

1. GENERALa. Authority

In accordance with the provisions of USCA Title 31, Sections 89, 90, 91, 92, the Central Intelligence Group, as an independent agency, is responsible for the establishment of policies and procedures pertaining to all phases of property accounting. A complete series of property regulations are in process of publication, and will be issued to all activities upon completion.

b. Purpose

This order is the authority for the establishment of uniform property records to be maintained and procedures to be followed in accounting for supplies and equipment at all CIG operating units and installations except those activities under the jurisdiction of the Director of The Office of Special Operations. Immediate action will be taken to comply with the provisions of this order which are effective upon publication.

2. ACCOUNTABILITY

a. "Accountability" is the obligation of an individual, officially designated to maintain a formal record of CIG property on a stock record account. An individual so designated by a superior to maintain a formal basic record, showing by item the receipt and disposal of property, and the quantity of property on hand, will be referred to as an accountable Supply and Property Officer.

b. Any commissioned or warrant officer of the U. S. Army or Navy, or any U. S. civilian employee, CAF-7 or above, may be designated as an accountable officer for public property under the jurisdiction of this agency.

3. RESPONSIBILITY

a. "Responsibility" is the obligation of an individual for the proper custody, care, and safekeeping of Government property entrusted to his possession or under his supervision whether or not a signed receipt has been given. Responsible individuals are not required to maintain a formal stock record account for property in their possession, but the maintenance of an informal record of receipts and disbursements is advisable.

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b. "Direct responsibility" is used to indicate the responsibility of an individual to whom property has been entrusted and who is specifically charged with its care and safekeeping.

c. "Supervisory responsibility" indicates the responsibility which will be exercised by the senior individual of an installation or unit such as a branch, division, etc., to insure that all property over which he has jurisdiction is safeguarded, administered and accounted for.

4. EXPENDABLE AND NON-EXPENDABLE PROPERTY

a. Non-expendable property includes all supplies and equipment not consumed in use and which ordinarily retain their identity during the period of use, such as vehicles, machines, desks, and typewriters.

b. Expendable property includes all supplies and equipment which are consumed or lose their separate identity in use. Spare parts, which are used to repair or complete other articles, office supplies, such as stationery, pencils, etc., are considered expendable items.

c. For accounting purposes, non-expendable items of housekeeping equipment and office supplies having a unit value of less than \$1.00 will be considered expendable upon issue, and will not be carried on the records of the Accountable Supply and Property Officer. Such items include: cups, glass, sponge; pads, stamp; rulers, wood; removers, stapler; trays, glass, ash; blotters, rocker type.

5. ESTABLISHING AND MAINTAINING STOCK RECORD ACCOUNTS IN WASHINGTON AREA

a. General

(1) Arrangements will be made by the various offices and branches in the Washington Area to determine the level at which accountable Branch Supply and Property Officers will be appointed.

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(2) Normally, accountability will be established at the branch level; however, this is not mandatory. The organizational structure of the office, and its subordinate units (branches, divisions, etc.), should be the primary factor in the determination of the accountability level.

b. Establishing Accounts and Account Numbers

(1) After the accountability level has been established, office, branch, and/or division chiefs will take immediate action to effect the appointment of an accountable officer for their respective units. Individuals designated as accountable Branch Supply and Property Officers will familiarize themselves with the offices or groups of offices under the jurisdiction of their unit. Utilizing Form 36-13, the Branch Supply and Property Officer will establish an "Accounts Control Register" (Sample Attached) for using offices within his unit.

(2) Each office or group of offices will be assigned an account number by the Branch Supply and Property Officer. One individual within the office or group of offices will be designated as the responsible person for the property issued to that account number.

c. Inventory Procedure

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(1) Administrative Order dated 25 October 1946, required that an inventory as of 1 November 1946 be used as the basis for all accountable records. All property within the branch, including supplies and equipment in the possession of individuals, will be reflected on the records of the Branch Supply and Property Officer.

(2) Upon completion of the inventory, the property on hand in each account will be listed on a Form No. 36-7, "Request for Supplies, Equipment or Services," (Sample Attached), prepared in quadruplicate by the Branch Supply and Property Officer. Three copies of Form 36-7 will be forwarded to the responsible individual in each account for checking and signature. One copy will be held in suspense by the Branch Supply and Property Officer.

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d. Consolidation of Inventories

(1) When the two signed copies of Form 36-7 are returned by the responsible individuals within the unit, the Branch Supply and Property Officer will consolidate all the original copies by item. This will constitute the Branch Supply and Property Officer's consolidated opening inventory which will be vouchered and posted as a debit to his stock record account. The signed original copies of Form 36-7 will become sub-vouchers to the consolidated inventory, and will be filed as such in the voucher file under one debit voucher number. The signed No. 2 copies of Form 36-7 will be filed in individual jacket files established for each responsible person after the forms have been posted by account number to the section entitled "Accounts Control" on the reverse side of the "Stock Control Card," Form No. 36-14 (Sample Attached).

(2) Two copies of the consolidated opening inventory will be forwarded to the Chief, Property Control Section by the Branch Supply and Property Officer.

e. Forms to be Used and Records to be Maintained

(1) The stock record accounts established by the Branch Supply and Property Officers will be maintained by item on individual "Stock Control Cards," Form No. 36-14. The face of the Form No. 36-14 will be used to maintain a running balance of each type of non-expendable property issued to his unit. This balance will represent the Branch Supply and Property Officer's total accountability for that item. The reverse side of the Form No. 36-14, known as "Accounts Control," will be used to maintain a running balance by item of property held by responsible individuals in each account. The total of the balance of the individual accounts on the reverse side of Form No. 36-14 should equal the quantity shown in the "Balance" column on the face of the "Stock Control Card."

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(2) Branch Supply and Property Officers will maintain a "Voucher Register" on Form No. 36-15 (Sample Attached) which will be used to record by number the vouchers that are posted as transactions to the "Stock Control Card." After such entries have been completed, the vouchers will be filed in the voucher file.

(3) Individual jacket files will be established and maintained for the responsible individuals of each account serviced by the Branch Supply and Property Officer. All vouchers representing transactions between the Branch Supply and Property Officer and the responsible individual of the account will be filed in the jacket file for that particular account after said transaction has been posted to the "Accounts Control" section of the "Stock Control Card."

f. Postings to the Stock Record Account

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(1) All non-expendable property received from the [redacted] Services Division, or from any other source, will be posted as a debit to the "Stock Control Cards" maintained by the Branch Supply and Property Officer.

(2) Issues made to individual accounts will not constitute a credit to the stock record account of the Branch Supply and Property Officer, but will be posted to the "Accounts Control" section on the reverse side of Form No. 36-14. The total accountability of the Branch Supply and Property Officer is not changed when "Memorandum Receipt" issues are made to individual accounts within the unit.

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(3) Returns of excess non-expendable property to the [redacted] Services Division, or any other dispositions made in accordance with instructions from the [redacted] will be posted as a credit to the "Stock Control Cards" of the Branch Supply and Property Officers.

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(4) Expendable supplies, such as stationery, office supplies, etc., will not be carried on the stock record account of the Branch Supply and Property Officer, nor will they be reflected on the "Accounts Control" section of Form No. 36-14. Expendable supplies may be requisitioned by the responsible individual of the using office directly from the [] Services Division.

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(5) Non-expendable property transferred from one Branch Supply and Property Officer to another Branch Supply and Property Officer will be listed on a "Property Turn-In or Transfer Slip," Form No. 36-24 (Sample Attached) or on WDAGO Form No. 447, prepared in sextuplicate by the consignor or transferring officer. The consignor will retain two signed copies of the property transfer document, one of which will be posted as a credit voucher on the face of the "Stock Control Card" and subsequently filed in the voucher file. The other copy will be posted to the "Accounts Control" section on the reverse side of the "Stock Control Card," and placed in the individual jacket file of the responsible officer being relieved of the property. The consignee, that is, the receiving accountable Branch Supply and Property Officer, will use one copy of the transfer document to debit his stock balance on the face of the "Stock Control Card," and file same in the voucher of the "Stock Control Card," and will be placed in the jacket file of the receiving responsible officer. The consignor will forward two signed copies of the property transfer document to the [] after the transaction has been completed.

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g. Records Maintained by Supply Section

Accountability will be established and stock record accounts will be maintained by those individuals who are responsible for the storage and issue of supplies and equipment under the control of the [] Services Division.

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6. ESTABLISHING AND MAINTAINING STOCK RECORD ACCOUNTS AT INSTALLATIONS OUTSIDE OF WASHINGTON AREA

a. Inventories

(1) Instructions from Washington directed that an inventory of all non-expendable supplies and equipment in use, and all expendable and non-expendable property in storage, be taken at each station as of 1 November 1946.

(2) This inventory should have included the supplies and equipment on hand at the station and non-expendable property at satellite installations under the administrative control of the station. The property taken up on the 1 November 1946 inventory will be used as a basis for establishing stock record accounts.

(3) All Government property in the custody of individuals at a field installation will be reflected on the stock record account of the accountable Supply and Property Officer. The property will be issued to the individuals on a "Memorandum Receipt" basis, and upon separation or transfer, the individual will return said property to the accountable Supply and Property Officer, and will obtain a receipt for same.

b. Forms to be Used and Records to be Maintained

(1) The accountable supply and property officer for each station will maintain stock record cards by item for all non-expendable and expendable supplies in stock available for issue, and for all non-expendable property issued on a "Memorandum Receipt" to using offices within the station and to satellite activities under the jurisdiction of the station. Form No. 36-17, "Stock Record Card," (Sample Attached) or AGO Form No. 421 may be utilized for maintaining stock record accounts.

(2) In addition to the stock record account, the accountable supply and property officer will be required to maintain individual jacket files for property issued on "Memorandum Receipt." A "Voucher Register" should be kept on Form No. 36-15 (Sample Attached) to record by number the vouchers which are posted as transactions to the stock record account.

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c. "Memorandum Receipt" Issue

(1) Non-expendable property used within the station and in satellite activities under the jurisdiction of the station will be issued by the accountable supply and property officer on a "Memorandum Receipt" basis to responsible individuals. Upon issue, the "Balance on Hand" column of the "Stock Record Card, " Form No. 36-17, will be credited and the "Memorandum Receipt" balance will be increased. When AGO Form No. 421 is used, the "utility" column will be utilized for the "Memorandum Receipt" entries.

(2) The balance on hand, together with the balance issued on "Memorandum Receipt" as shown on the "Stock Record Card" will represent the total accountability of the accountable supply and property officer for any particular item.

(3) Accountability for expendable supplies ceases when issues are made by the accountable supply and property officer; the receipted transfer document will constitute a credit to his stock record account.

d. Property Acquisitions and Dispositions

(1) The accountable supply and property officer of each station will prepare a "Consolidated Property Report, " Form No. 36-22 (Sample Attached) as of the last day of each month. This report will indicate by item the total gains or losses of non-expendable property which have occurred during the month. Items whose balances have not increased or decreased during the reporting period will not be included on the Form No. 36-22.

(2) Form No. 36-22 should be prepared in triplicate by the accountable supply and property officer. The original and one copy will be forwarded, through channels, to the Chief of Services, Washington, D.C., Attention: to arrive not later than the 15th day of the following month.

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(3) "Memorandum Receipt" issues and returns do not constitute a change in the total accountability of the accountable supply and property officer, and such transactions will not be included on the "Consolidated Property Report." Receipts will include property received from local Army or Navy supply sources, Services Division, Washington, local purchase, and all property turn ins, except memorandum Receipts, made by individuals and/or using agencies. Overages accounted for on "Reports of Inventory Adjustment" will be classified as receipts. Disbursements will include all issues (except memorandum receipt) and transfers of supplies and equipment. Shortages accounted for on "Survey Reports" and on "Reports of Inventory Adjustment" will also be classified as disbursements.

7. AUDITS

All property accounts, maintained by designated accountable supply and property officers will be subject to periodic audits and inspections by a representative of the [] Washington. Accountable officers may be held pecuniarily liable for any discrepancies which are discovered in the course of the audit unless such discrepancies can be satisfactorily explained and corrected.

8. PROPERTY CLEARANCE FOR INDIVIDUALS

a. Washington Area

(1) All individuals must obtain a signed property clearance from their Branch Supply and Property Officer upon separation or transfer, and no final payment will be made by the finance officer until such clearance has been obtained.

(2) Property in the possession of individuals who are being separated or transferred will be returned to the Branch Supply and Property Officer.

b. Outside Washington Area

(1) Upon separation or transfer from a station outside the Washington area, all individuals must obtain a signed property clearance from the accountable supply and property officer. All property in the possession of such individuals should be turned in to stock prior to departure, and a receipt for same will be given to the individual by the accountable supply and property officer.

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(2) Personnel returned to the U. S. from overseas installations will not be allowed to retain any Government property unless said property is essential for the completion of the journey. The items retained, if any, will be listed on the reverse side of the property clearance certificate, and will be immediately returned to appropriate Services Division Supply Officers upon arrival in Washington.

9. LOST, DAMAGED, OR STOLEN PROPERTY - SURVEYS

a. General

(1) The policy of this agency contemplates that some individual will be responsible at all times for the care and safekeeping of Government property. In cases where property is lost, damaged, stolen, or destroyed by causes other than fair wear and tear in the service of the Government, the responsible individual will prepare a "Survey Report", Form No. 36-18 (Sample attached) in accordance with the procedures outlined below.

(2) "Survey Reports" must be initiated by the responsible individual within thirty days after the loss, damage, or destruction has been discovered.

b. Preparation and Distribution of "Survey Reports" in Washington Area

(1) The responsible individual will initiate "Survey Report" Form No. 36-18 prepared in sextuplicate, for lost, damaged, or stolen property. If the individual preparing the "Survey Report" holds the property on a "Memorandum Receipt" basis and is responsible but not accountable, he will forward the original and four copies of the report to his Branch Supply and Property Officer, who will post one copy as a credit to his stock record account. Another copy will be used to make appropriate deductions from the "Accounts Control" section of the "Stock Control Cards" and will be filed in the responsible individual's jacket file. The original and two copies of Form No. 36-18 will then be forwarded to the Property Control Section for investigation and action.

(2) When an accountable Branch Supply and Property Officer initiates a "Survey Report" as the responsible individual, an original and three copies of Form No. 36-18 will be prepared. One copy will be vouchered, posted to the stock record account of the accountable officer, and filed as a suspense voucher. The original and two copies of the "Survey Report" will then be forwarded to the Property Control Section for investigation and action.

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(3) Final decision on all "Survey Reports" will rest with the C.I.G. Property Survey Board. The Chairman of the Board will act on said "Survey Reports" for the Director, Central Intelligence Group.

(4) When final action has been completed on the "Survey Report", one copy will be returned to the responsible initiating individual and it will be filed by him as a valid voucher in lieu of the suspense copy which he has retained.

c. Preparation and Distribution of "Survey Reports"
outside Washington Area

(1) Supplies and equipment lost, damaged, or stolen, will be listed on a "Survey Report" Form No. 36-18, initiated in quintuplicate by the individual having direct responsibility for the property. Chief of Stations will appoint a disinterested investigation officer (civilian or military) to examine available evidence regarding the loss, damage, or destruction, and his findings will be included on the reverse side of the "Survey Report".

(2) If the responsible individual is not accountable and holds the property on a "Memorandum Receipt" basis, an original and three copies of the Form No. 36-18 will be forwarded by him to the accountable officer. The accountable officer will use one copy as a credit voucher to clear his stock record account for the items lost, damaged, or stolen, and one other copy will be signed by the accountable officer and will be forwarded to the chief of station for final approval or disapproval. After the "Survey Report" has been approved by the chief of station, one copy will be returned to the originator, and one copy will be forwarded to the [redacted] Washington, D.C. for informational purposes.

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(3) When an accountable officer initiates the "Survey Report", an original and four copies will be prepared by him. One copy will be posted to his stock record account and filed as a suspense credit voucher. The suspense voucher will not be considered a valid voucher until an approved "Survey Report" signed by the Chief of station is returned to the Accountable officer concerned.

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(4) "Survey Reports" which have been disapproved by the chief of the station will be forwarded in duplicate to the [] Washington, D. C., for final action and review. When action by the [] has been completed, one copy of the "Survey Report" will be returned through channels to the responsible initiating individual.

10. PROPERTY WORN OUT THROUGH FAIR WEAR AND TEAR

a. Washington Area

(1) Branch Supply and Property Officers will execute "Property Turn-in or Transfer Slips", Form No. 36-24, in connection with the return of property worn out, or otherwise rendered unserviceable through fair wear and tear without fault or neglect on the part of any individual, or individuals, or property which has become obsolete to appropriate supply and property officers of the Services Division. The responsible and/or accountable individual will be given credit for said turn-in on a copy of Form No. 36-24.

(2) Property will not be considered worn out through fair wear and tear, nor will credit be given unless it is returned to proper supply channels. The determination as to the validity of the fair wear and tear of the property will be made by the appropriate Services Division Supply Officer accepting the turn-in.

b. Installations Outside Washington Area

(1) Property worn out, or otherwise rendered unserviceable through fair wear and tear without fault or neglect on the part of any individual or individuals, or property which has become obsolete, will be returned to the accountable officer of the station for credit. Accountable officers will either effect repair of the items worn out through fair wear and tear or will make disposition of said items through salvage or other available means.

(2) Accountable supply officers will use "Reports of Inventory Adjustment" to clear their stock record accounts of property which has been worn out through fair wear and tear. Items of this type will be listed on a "Report of Inventory Adjustment" with the following certificate signed by the accountable supply and property officer and approved by the chief of station:

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I certify that the items listed hereon have worn out through fair wear and tear in the service of the Government without fault or neglect on the part of any individual or individuals, and that said items are not economically repairable.

Accountable Supply and Property Officer

APPROVED:

Chief of Station

11. "REPORTS OF INVENTORY ADJUSTMENT"

a. General

Accountable Supply and Property Officers may utilize the "Report of Inventory Adjustment", Form No. 36-16, (Sample Attached), or WDAGO Form No. 444, to adjust discrepancies, which may appear on their stock record accounts, resulting from errors in nomenclature or posting. The overages and shortages of like items should offset one another on the "Report of Inventory Adjustment". The use of a "Report of Inventory Adjustment" by an accountable supply and property officer will be limited to reporting property worn out through fair wear and tear as outlined in Par. 10 b. (2) above, and the correction of nomenclature and/or posting errors on his stock record account.

b. Washington Area

(1) "Reports of Inventory Adjustment" will be prepared in quadruplicate by the accountable Branch Supply and Property Officer. One copy will be held in suspense by the originating officer, and the original and two copies will be forwarded to the Property Control Section for reviewed and final approving action by the Chief of Services.

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(2) After the "Report of Inventory Adjustment" has been approved, one copy will be returned to the accountable Branch Supply and Property Officer for posting to his stock record account, and it will subsequently be filed as a valid voucher. When necessary, the suspense copy of the "Report of Inventory Adjustment" will be posted to the "Accounts Control" section of the "Stock Control Card", and filed in the responsible individual's jacket file.

(3) "Reports of Inventory Adjustment" which are disapproved by the Chief of Serviced will be returned to the accountable Branch Supply and Property Officer with instructions that a "Survey Report" be initiated in accordance with paragraph 9 above.

c. Installations Outside Washington Area

(1) "Report of Inventory Adjustment" will be prepared in quadruplicate by the accountable supply and property officer of the installation. One copy will be held in suspense by the originating officer, and the original and two copies will be forwarded to the chief of station for final approval. Chiefs of stations are enjoined not to approve "Reports of Inventory Adjustment" initiated to rectify discrepancies other than nomenclature changes and/or posting errors.

(2) After the "Report of Inventory Adjustment" has been approved by the chief of station, one copy will be returned to the accountable supply and property officer for posting to his stock record account, and it will subsequently be filed as a valid voucher. The chief of station will maintain one copy of the "Report of Inventory Adjustment" for file, and one copy will be forwarded to the Chief, Section, Washington, D. C.

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(3) "Reports of Inventory Adjustment" which are disapproved by the chief of station will be returned to the accountable supply and property officer with instructions that a "Survey Report" be initiated in accordance with paragraph 9 above.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration

Attachments - 9

Distribution: A

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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020005-7

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020005-7

DATE _____

SERVICES DIVISION

DELIVER TO

CHARGE APPROPRIATION
DO NOT FILL IN

CHARGE ALLOTMENT	
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PLEASE FURNISH IN ACCORDANCE WITH INSTRUCTIONS ABOVE THE FOLLOWING ITEMS WHICH I CERTIFY ARE NECESSARY FOR USE IN THE PUBLIC SERVICE.

SIGNATURE

REQUESTING OFFICER

APPROVED

CHIEF, SERVICES DIVISION

[illegible]

DO NOT WRITE IN SPACE BELOW

TOTAL

REQUISITION NO.	DIV.	ACT.															DATE OF REQ'M				REQ'D BY												
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

FILLED BY _____
 CHECKED BY _____
 PACKED / DELIVERED BY _____
 SHIPPED BY: FREIGHT ☐ EXPRESS ☐ PARCEL POST ☐ MAIL ☐
 GOVT B / L NO. _____
 CONTINUATION SHEETS

I CERTIFY THAT THE MATERIALS AND / OR SERVICES ITEMIZED ABOVE HAVE BEEN RECEIVED
IN THE QUANTITY AND QUALITY SPECIFIED EXCEPT AS OTHERWISE NOTED

SIGNATURE _____

DATE _____

(NOTE AND FOLLOW CAREFULLY INSTRUCTIONS ON REVERSE SIDE)

INSTRUCTIONS

1. Prepare in quadruplicate.
2. Do not number requisition.
3. Since the Services Division will number the requisition and return one copy to the requisitioning office, please refer to requisition number when making any inquiries.
4. Filling of orders will be accomplished more expeditiously if the following instructions are observed:
 - (a) List all items in stock number sequence and all forms in numerical sequence under Standard, Commission, and/or other forms.
 - (b) Do not list more than one item on each line.
5. This form is not to be used for duplicating or printing and binding requests.
6. Forward requisition in accordance with prescribed Administrative Instructions.

	PROGRESS			STOCK	VENDOR	PROC. DOC. NUMBER	DUE DATE	FOLLOW-UP						DATE RECEIVED
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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020005-7

Next 7 Page(s) In Document Exempt

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020005-7

FORM NO. 36-18
OCT 1946

(1538)

(5) FINDINGS

I HAVE PERSONALLY INVESTIGATED ALL AVAILABLE EVIDENCE AS SHOWN IN EXHIBITS _____ TO _____ AND
IT IS MY BELIEF THAT THE ARTICLES LISTED HEREON AND/OR ON ATTACHED SHEETS, TOTAL COST _____

SIGNATURE (INVESTIGATING OFFICER)

(6) CERTIFICATION (PROPERTY ACCOUNTABLE OFFICER)

I CERTIFY THAT THE ITEMS LISTED HEREON AND/OR ON ATTACHED SHEETS APPEAR ON MY STOCK RECORD ACCOUNT
AND WERE ISSUED ON M/R TO RESPONSIBLE PERSON INITIATING THIS SURVEY.

SIGNATURE (ACCOUNTABLE OFFICER)

(7) RECOMMENDATION (CHIEF OF INSTALLATION - OVERSEAS)

INVESTIGATION OF ALL AVAILABLE EVIDENCE (DOES OR DOES NOT) SUBSTANTIATE THE FINDINGS OF THE
INVESTIGATING OFFICER.

SIGNATURE (CHIEF OF INSTALLATION)

RECOMMENDATION (PROPERTY CONTROL SECTION, WASHINGTON, D.C.)

SIGNATURE (CHIEF)

INSTRUCTIONS

1. CORRECT NOMENCLATURE (SEE CIG STANDARD NOMENCLATURE LIST).
2. COST TO BE INSERTED BY PROPERTY CONTROL SECTION, WASHINGTON, D.C.
3. STATE WHETHER ARTICLES WERE LOST, DAMAGED, STOLEN, ETC.
4. A CONCISE STATEMENT BY RESPONSIBLE PERSON INITIATING SURVEY INCLUDING NAMES, DATES, LOCATIONS, TO WHOM LOSS REPORTED, ETC. SWORN STATEMENTS SHOULD BE OBTAINED FROM WITNESSES WHENEVER POSSIBLE TO BE ATTACHED TO EXHIBITS.
5. REPORT AND RECOMMENDATION OF INDIVIDUAL MAKING ON THE SCENE INVESTIGATION OF LOSS, DAMAGE OR DESTRUCTION.
6. TO BE COMPLETED ONLY WHEN PROPERTY WAS ISSUED ON MEMORANDUM RECEIPT BASIS.
7. SHOULD CHIEF OF INSTALLATION DISAGREE WITH FINDINGS OF INVESTIGATING OFFICER, STATE REASON AND ACTION RECOMMENDED.

NOTE: IF SPACE IS INADEQUATE, ANOTHER SHEET MAY BE USED MAKING REFERENCE IN THE SPACE PROVIDED AS FOLLOWS: (SEE
ATTACHED SHEET _____ MARKED 'ATTACHMENT _____').

REPORT OF INVENTORY ADJUSTMENTS

[illegible]

FORM NO. 36-16
OCT 1946

(1473)

RESTRICTEDCENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NO:

1 May 1950

25X1A

SUBJECT: Revision of Property Accountability Records

1. Pending publication of revised property and supply accounting regulations, individuals presently appointed to maintain property records for each using activity will comply with instructions set forth herein:

a. Responsible Officers: Records maintained by Responsible Officers will, except as outlined below, be discontinued. Information pertaining to quantities of items or other problems arising relative to a Responsible Officer's sub-account may be obtained from the property records maintained by his respective Property Accountable Officer. Responsible Officers will take all necessary precautions for the proper use, protection, and movement of any government property which may come within their custody or control and will continue to initiate requests for supplies, equipment, or services in accordance with current procedures. Responsible Officers under the jurisdiction of Contact Division Field Offices will be required to maintain a Voucher File containing receiving and issue documents; and Form No. 36-99, Employee Property Issue Record, reflecting withdrawals of non-expendable portable items from activity location.

b. Property Accountable Officers: Property Accountable Officers will discontinue the maintenance of files for each Responsible Officer's sub-account. However, postings will be made on Form No. 36-14, Stock Control Card, as heretofore. One copy of each debit and credit voucher will be maintained numerically in the Voucher File. In addition to maintaining a Voucher File and Form No. 36-14, Stock Control Card, the Property Accountable Officer will establish and maintain, Form No. 36-99, Employee Property Issue Record, in accordance with instructions outlined on reverse side on form. Form No. 36-99 will be prepared for each employee who has in his custody or is later issued items of a non-expendable portable nature.

2. Disposition of Excess Items: All employees charged with the care and custody of property of a non-expendable portable nature will be responsible for the return of same, to the Accountable Officer, when it becomes excess to their needs. In the event an individual returns only a portion of the total items charged on Form No. 36-99, the Accountable Officer will indicate the date of receipt and initial in the space opposite the item or items returned. In the event that all items are returned, a vertical line will be drawn in the "Property Returned" portion of the form, beginning with the first and ending with the last item. The Accountable Officer will sign in the space provided in the lower right-hand corner on the face of Form No. 36-99. Property of a non-expendable portable

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nature received by an Accountable Officer will either be reissued, using the above prescribed procedure, or will be considered surplus to the needs of the activity and returned through normal supply channels.

3. Property Clearances: In the event an employee is separated or transferred from the activity to which he is assigned, the Accountable Officer will be responsible for determining that all items charged on Form No. 36-99, Employee Property Issue Record, are returned in such condition as received, reasonable wear and tear excepted, before issuing a property clearance for the employee concerned.

4. Audit: Property records maintained, as outlined above, will be subject to inspection and audit by the Audit Group, Services Division, Administrative Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Acting Executive

25X1A

DISTRIBUTION: A.

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STANDARD FORM NO. 64

RESTRICTED

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Executive

DATE: 24 April 1950

FROM : Management Officer

SUBJECT: Revision of Administrative Instruction No.

25X1A

25X1A

1. The attached revision to Administrative Instruction No. provides for discontinuance of property records by Responsible Officers. This change was recommended in Management Survey of Services Division in May 1949.

2. The Administrative Instruction has been fully coordinated. Following are comments received together with our remarks.

a. Special Support Staff

Comments: Very large accounts should be split to lessen burden on any one Accountable Officer.

Management remark: Concur. This can be accomplished by administrative action without change in regulations.

Comment: Overages in one account be allowed to balance out shortages in adjacent account.

Management remark: This is now being done on routine basis by Audit Group, Administrative Staff.

b. OPC - SSS

Comment: Property Survey Board should publish policy governing property surveys for the guidance of Accountable Officers.

Management remark: Inasmuch as the Survey Board is not regulatory and deals only with specific cases it is in no position to publish general policy.

c. OO

Comment: Employees transferring from one office to another should be required to obtain final payment clearance.

Management remark: The notification of transfer is an internal administrative matter of the office concerned. Internal office procedure should not be published in Agency regulations. OR INTERIOR CIA. NO 15 5711

in CIA -

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MAY 1 1950

Next 3 Page(s) In Document Exempt

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, PSD/SSS

DATE: 7 April 1950

FROM : Assistant Chief, Supply Branch

SUBJECT: Proposed Procedures for Domestic Property Records.

1. Based on the experience of the undersigned as the accountable officer for Branch Account #70, from its inception, until approximately one year ago, the following comments are rendered in reference to the proposed procedure for property accountability.

2. There is no argument as to the basic premise that the attached procedure will reduce, to a limited extent, a duplication of record-keeping. It is believed, however that this procedure will nullify a sense of property consciousness which has been built up over a period of years and although this is an intangible factor, it still remains a very positive element in good property procedures.

3. In those cases where small accounts are maintained in a centralized location by accountable officers, the proposed procedure will be an improvement. The proposed procedure will however put a further workload and a corresponding unfair burden on the accountable officer of a large property account. An example of a large account can be seen in Branch Account #70, which embraces the majority of "L" Building, including approximately six wings, head space and two floors. Within the same building are two smaller branch accounts and the building is also connected, by corridors, with "K" Building, where other activities of this Agency are located. It should be borne in mind that the non-expendable property of this Agency is not numbered and an inventory of one account, which might indicate shortages could quite possibly be balanced out by the inventory of an adjacent account, with corresponding overages.

4. The attitude of the Property Survey Board (Overt) is a very important consideration, in conjunction with the property procedures. A board with members who follow to the letter property regulations as to accountability, could place an accountable officer in an untenable position and the accountable officer, under the proposed procedure, would have no responsible officer records to rely on in the maintenance of this large property account.

5. Based on the above, the following recommendations are submitted:

a. That consideration be given to breaking down the large accounts and enabling accountable officers to more closely monitor and guide the property traffic. This is to be accomplished if the procedures are approved.

b. That the proposed procedure be submitted to the Property Survey Board for an indication of the Board's attitude to property survey under this procedure.

*Consideration
to give to splitting
large accounts.*

- 2 -

c. That some means be provided for the proper credit of inventory overages within an account to balance the inventory shortages occurring in an adjacent account.

d. That due consideration be given to the intangible¹⁶⁰ factor of property consciousness now present and to the fact that the procedure now in force has been operating successfully for approximately four years.

STATINTL



RESTRICTED

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE _____

FROM: _____

SUBJECT: Draft of Administrative Instruction re Property
Accountability Records

1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

25X1A

2. Comments:

25X1A

Signature *for Anne Lin*

-3-

RESTRICTED

RESTRICTED

12 April 1950

MEMORANDUM FOR: MANAGEMENT OFFICER

SUBJECT: Draft of Administrative Instruction re Property Accountability Records.

25X1A

1. This office concurs with the draft of Administrative Instruction [redacted], Subject: Revision of Property Accountability Records.

2. The proposed procedure would appear to constitute an improvement over the present procedure inasmuch as it eliminates duplication of records. It will, however, place an additional burden on the Accountable Officer.

3. Since the account of OPC will continue to expand for some time, it is believed that the following recommendations should be given due consideration before the adoption of the proposed procedure:

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a. That the Property Survey Board (overt) establish and publish appropriate policy governing property surveys for the guidance of Accountable Officers. Such policy should be an elaboration of CIA Administrative Instruction [redacted]

b. That provisions be added to the proposed instruction to enable Accountable Officers to offset property shortages in one account against like overages in another account.

25X1A

[redacted]
FRANK G. WISNER
Assistant Director for
Policy Coordination

(CWK)

RESTRICTED

12 April 1950

MEMORANDUM FOR: MANAGEMENT OFFICER

SUBJECT: Draft of Administrative Instruction re Property Accountability Records.

STATINTL

1. This office concurs with the draft of Administrative Instruction [] Subject: Revision of Property Accountability Records.

2. The proposed procedure would appear to constitute an improvement over the present procedure inasmuch as it eliminates duplication of records. It will, however, place an additional burden on the Accountable Officer.

STATINTL

3. Since the account of OPC will continue to expand for some time, it is believed that the following recommendations should be given due consideration before the adoption of the proposed procedure:

a. That the Property Survey Board (overt) establish and publish appropriate policy governing property surveys for the guidance of Accountable Officers. Such policy should be an elaboration of CIA Administrative Instruction [].

b. That provisions be added to the proposed instruction to enable Accountable Officers to offset property shortages in one account against like overages in another account.

FRANK G. WISNER
Assistant Director for
Policy Coordination

RESTRICTED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 14 April 1950

FROM : Chief, Advisory Council

STATINTL

SUBJECT: Administrative Instruction [] Proposed.

STATINTL

1. This office concurs with the draft of Administrative Instruction No. [] subject: Revision of Property Accountability Records.

2. Comments:

The Memorandum as drafted assigns Responsible Officers two functions: 1) "take all necessary precautions for the proper use, protection, and movement of any government property which may come within their custody or control"; and 2) continue to initiate requests for supplies, equipment, or services".

Since the first function is equally applicable to each employee of the Agency, it would appear that the Responsible Officers as such could be eliminated from the property accountability procedure, leaving function 2) to be carried out for each office by pertinent administrative personnel therein.

STATINTL

for []
Captain, USN
Chief, Advisory Council

APR 17 1950

RESTRICTED

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE 11 April 1950

FROM: Assistant Director for Office of Operations

SUBJECT: Draft of Administrative Instruction re Property
Accountability Records

25X1A

1. This office concurs with the draft of Administrative
Instruction subject; Revision of Property Accountability
Records.

2. Comments:

It is suggested that a paragraph be added to the Instruction
providing that each employee transferring from one activity to
another within the Agency be cleared by means of the Final
Payment Clearance Sheet, form 34-30, as is any employee who
resigns. It is now possible for an employee to transfer within
the Agency without such clearance. *yes*

25X1A

Signature GEORGE G. CAREY

-3-

RESTRICTED

UNCLASSIFIED		RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)				
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO		INITIALS	DATE	
1	Management Officer			
2				
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5				
FROM		INITIALS	DATE	
1	Chief, Services Division	<i>MDP</i>	9 Mar 50	
2				
3				

☐ APPROVAL
☐ ACTION
☐ COMMENT
☐ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION

☐ SIGNATURE
☐ RETURN
☐ DISPATCH
☐ FILE

REMARKS:

It is requested that the attached proposed Administrative Instruction be issued at an early date.

concurrence obtained from [redacted] 20 Mar 50

SECRET
CONFIDENTIAL
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UNCLASSIFIED

FORM NO. 30-4
 SEP 1947

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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020005-7

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020005-7

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(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
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REMARKS: <div style="font-size: large; font-family: cursive;"> <i>Charge in: Kelly</i> <i>from Kelly re:</i> <i>suggestion re: Tung</i> </div> <div style="border: 1px solid black; width: 150px; height: 50px; margin-top: 10px;"></div>							
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FORM NO. 30-4 SEP 1947							

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STAT

ADMINISTRATIVE INSTRUCTION
NO.

51 9 March 1950

SUBJECT: Revision of Property Accountability Records

1. Pending publication of ~~revised~~ ^{regulations} property and supply accounting manual, individuals presently appointed to maintain property records for each using activity will comply with instructions set forth herein:

a. Responsible Officers: Records maintained by Responsible Officers will, except as outlined below, be discontinued. Information pertaining to quantities of items or other problems arising relative to a Responsible Officer's sub-account may be obtained from the property records maintained by their respective Property Accountable Officer. Responsible Officers will ~~be responsible~~ ^{take necessary} for the proper use, protection, and movement of any government property which may come within their custody or control and will continue to initiate requests for supplies, equipment, or services in accordance with current procedures. Responsible Officers under the jurisdiction of Contact Division Field Offices will be required to maintain a Voucher File containing receiving and issue documents; and Form No. 36-99, Employee Property Issue Record, reflecting withdrawals of non-expendable portable items from activity location.

b. Property Accountable Officers: Property Accountable Officers will discontinue the maintenance of files for each Responsible Officer's sub-account. However, postings will be made on Form No. 36-14, Stock Control Card, as heretofore. One copy of each debit and credit voucher will be maintained numerically in the Voucher File. In addition to maintaining a Voucher File and Form No. 36-14, Stock Control Card, the Property Accountable Officer will establish and maintain, Form No. 36-99, Employee Property Issue Record, in accordance with instructions outlined on reverse side of form. Form No. 36-99 will be prepared for each employee who has in his custody or is later issued items of a non-expendable portable nature.

2. Disposition of Excess Items: All employees charged with the care and custody of property of a non-expendable portable nature will be responsible for the return of same, to the Accountable Officer, when it becomes excess to their needs. In the event an individual returns only a portion of the total items charged on Form No. 36-99, the Accountable Officer will indicate the date of receipt and initial in the space opposite the item or items returned. In the event that all items are returned, a vertical line will be drawn in the "Property Returned" portion of the form, beginning with the first and ending with the last

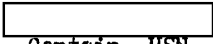
item. The Accountable Officer will sign in the space provided in the lower right-hand corner on the face of Form No. 36-99. Property of a non-expendable portable nature received by an Accountable Officer will either be reissued, using the above prescribed procedure, or will be considered surplus to the needs of the activity and returned through normal supply channels.

3. Property Clearances: In the event an employee is separated or transferred from the activity to which he is assigned, the Accountable Officer will be responsible for determining that all items charged on Form No. 36-99, Employee Property Issue Record, are returned in such condition as received, reasonable wear and tear excepted, before issuing a property clearance for the employee concerned.

4. Audit: Property records maintained, as outlined above, will be subject to inspection and audit by the Audit Group, Services Division, AS.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Captain, USN
Executive

Restubinski H.

RESTRICTED

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE Apr 3 1950

FROM:

Coaps

SUBJECT: Draft of Administrative Instruction re Property
Accountability Records

1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

25X1A

2. Comments:

25X1A

Signature

-3-

RESTRICTED

APR 14 1950

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE 12 Apr '58

FROM:

DAD/OSI

SUBJECT:

Draft of Administrative Instruction re Property
Accountability Records

1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

25X1A

2. Comments:

25X1A

Signature

-3-

RESTRICTED

RESTRICTED

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE 12 April 1950

FROM:

Bud J. Officer

SUBJECT:

Draft of Administrative Instruction re Property
Accountability Records

1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

25X1A

2. Comments:

25X1A

Signature

-3-

RESTRICTED

RESTRICTED

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE 11 April 1950

FROM: Chief, I&SS

SUBJECT: Draft of Administrative Instruction re Property
Accountability Records

1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

25X1A

2. Comments:

25X1A

-3-

RESTRICTED

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE 5 April 1950

FROM: Deputy Assistant Director, ORE

SUBJECT: Draft of Administrative Instruction re Property
Accountability Records

1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

25X1A

2. Comments: *None*

25X1A

Captain, USN

-3-

RESTRICTED

APR 6 1950

RESTRICTED

Coordination Page

MEMORANDUM TO: Management Officer.

DRAFT
DATE 4/4/50

FROM: _____

SUBJECT: Draft of Administrative Instruction re Property
Accountability Records

1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

25X1A

2. *[Signature]* Comments:

25X1A



Signature _____

-3-

RESTRICTED

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE 3 April 50

FROM: General Counsel

SUBJECT: Draft of Administrative Instruction re Property
Accountability Records

1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

25X1A

2. Comments: No legal objection.

25X1A

Signature

-3-

RESTRICTED

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE 4 Apr 50

FROM:

AD/OCD

SUBJECT: Draft of Administrative Instruction re Property
Accountability Records

1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

25X1A

2. Comments:

25X1A

Signature

-3-

RESTRICTED

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE 4 April

FROM:

Chief Admin. Staff

SUBJECT:

Draft of Administrative Instruction re Property
Accountability Records

1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

25X1A

2. Comments:

25X1A

Signature

-3-

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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020005-7

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020005-7

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Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE 18 Apr 50

FROM:

ADSO

SUBJECT: Draft of Administrative Instruction re Property
Accountability Records

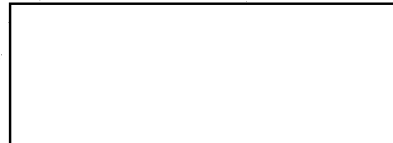
1. This office concurs with the draft of Administrative
Instruction No. subject; Revision of Property Accountability
Records.

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2. Comments:

none

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-3-

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MAY 2 1950

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NO:

1 May 1950

25X1A

SUBJECT: Revision of Property Accountability Records

1. Pending publication of revised property and supply accounting regulations, individuals presently appointed to maintain property records for each using activity will comply with instructions set forth herein:

a. Responsible Officers: Records maintained by Responsible Officers will, except as outlined below, be discontinued. Information pertaining to quantities of items or other problems arising relative to a Responsible Officer's sub-account may be obtained from the property records maintained by his respective Property Accountable Officer. Responsible Officers will take all necessary precautions for the proper use, protection, and movement of any government property which may come within their custody or control and will continue to initiate requests for supplies, equipment, or services in accordance with current procedures. Responsible Officers under the jurisdiction of Contact Division Field Offices will be required to maintain a Voucher File containing receiving and issue documents; and Form No. 36-99, Employee Property Issue Record, reflecting withdrawals of non-expendable portable items from activity location.

b. Property Accountable Officers: Property Accountable Officers will discontinue the maintenance of Files for each Responsible Officer's sub-account. However, postings will be made on Form No. 36-14, Stock Control Card, as heretofore. One copy of each debit and credit voucher will be maintained numerically in the Voucher File. In addition to maintaining a Voucher File and Form No. 36-14, Stock Control Card, the Property Accountable Officer will establish and maintain, Form No. 36-99, Employee Property Issue Record, in accordance with instructions outlined on reverse side on form. Form No. 36-99 will be prepared for each employee who has in his custody or is later issued items of a non-expendable portable nature.

2. Disposition of Excess Items: All employees charged with the care and custody of property of a non-expendable portable nature will be responsible for the return of same, to the Accountable Officer, when it becomes excess to their needs. In the event an individual returns only a portion of the total items charged on Form No. 36-99, the Accountable Officer will indicate the date of receipt and initial in the space opposite the item or items returned. In the event that all items are returned, a vertical line will be drawn in the "Property Returned" portion of the form. Beginning with the first and ending with the last item. The Accountable Officer will sign in the space provided in the lower right-hand corner on the face of Form No. 36-99. Property of a non-expendable portable

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nature received by an Accountable Officer will either be reissued, using the above prescribed procedure, or will be considered surplus to the needs of the activity and returned through normal supply channels.

3. Property Clearances: In the event an employee is separated or transferred from the activity to which he is assigned, the Accountable Officer will be responsible for determining that all items charged on Form No. 36-99, Employee Property Issue Record, are returned in such condition as received, reasonable wear and tear excepted, before issuing a property clearance for the employee concerned.

4. Audit: Property records maintained, as outlined above, will be subject to inspection and audit by the Audit Group, Services Division, Administrative Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Acting Executive

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1530 MAY 02 15 32

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